

011/5 65-4852

Executive Registry  
65-4712

15 AUG 1965

**MEMORANDUM FOR: Deputy Director for Intelligence**

**SUBJECT : Claim for Operational Entertainment Expenses**

1. The attached voucher for entertainment expenses in the amount of [ ] has been presented to me for approval.

2. Since Congress has not seen fit to establish, as a matter of public policy, any general statutory authority to utilize public funds for operational entertainment purposes, the authority of the Agency to expend funds for this purpose is derived from the special and extraordinary authority given to the Director of Central Intelligence. In order to protect the Director in connection with the exercise of this authority, claims for entertainment should be documented in such manner as to show conclusively that the costs are reasonable and necessary. The necessity for certain types of entertainment in connection with the furtherance of the Agency mission is recognized. However, claims for such expenses should clearly state the purpose of the entertainment and provide sufficient detail to enable the approving official to determine, on behalf of the Director, that the purpose of the entertainment is justified, and that the costs are reasonable.

3. The general criteria covering the preparation of entertainment claims is set forth in [ ] (copy attached as Tab A). Further specific criteria on this subject is contained in a memorandum from the former Executive Director - Comptroller dated 5 March 1964 (copy attached as Tab B). On the basis of those criteria, the attached claim appears to be deficient in the following respects:

a. The purpose and justification for the entertainment is not specifically stated.

b. The receipt marked paid, from the [ ] Club and bearing the notation "(Bills Enclosed)", is not supported by the "bills". The detail contained in such bills is needed to enable the approving official to determine the reasonableness and necessity of the costs.

SEARCHED [ ] INDEXED [ ]  
SERIALIZED [ ] FILED [ ]  
AUG 1965  
FBI - NEW YORK  
E. J. [ ]

c. There is a guest list for the 17 and 24 May entertainment; however, there is none for the 18 May dinner.

4. In the light of the President's emphasis on economizing on all fronts, I believe it would also be desirable to document the necessity for the large number of U. S. officials in attendance at these functions in relation to the number of foreigners entertained.

5. Would you, therefore, kindly document the attached claim in accordance with the above mentioned criteria and return it to me. It would also be appreciated if you would instruct the person responsible for preparing your vouchers to give special attention to the detailed documentation of future entertainment claims.

151  
L. K. WHITE

Executive Director - Comptroller

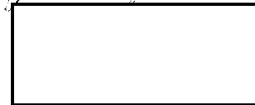
Attachments:

Voucher  
Tabs A & B

*Page 4 of your guest list  
for the 17 May party is also  
missing.*

Distribution:

- Orig & 1 - Addressee
- 1 - Signing Official
- ✓ 1 - Executive Registry
- 1 - DD/S *wh*
- 1 - C&L, O/Finance
- 2 - D/Finance (1 withheld)



25X1

SECRET

25X1

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090010-7

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TAB 6

SECRET

C-O-P-Y

B

5 March 1964

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
General Counsel  
Inspector General

SUBJECT : Entertainment of Government Officials

1. It is realized that officials whose duties require extensive liaison with representatives of other agencies of the U. S. Government find it advantageous or necessary in the furtherance of official discussion to occasionally provide entertainment in the form of suitable luncheons, dinners, etc. However, this is a problem which we have in common with all other U. S. Government officials and the Congress has not seen fit to establish, as a matter of public policy, any general authorization which would permit public funds to be used for such purposes. Although the extraordinary powers given to the Director of Central Intelligence would permit him to approve the use of official funds for the entertainment of U. S. officials in special or extraordinary circumstances dictated by security and in the furtherance of a specific service vital to the Agency's mission, it would not be appropriate for the Agency to use the authority for this purpose when reciprocation by other U. S. Government officials must be borne from their private funds. Consequently, requests for luncheons, dinners, etc., attended exclusively by U. S. Government officials, will be denied.

2. The above does not preclude reimbursement for luncheons, dinners, etc., given to entertain a private citizen of the U. S. or a foreign national when such entertainment is properly justified as necessary in connection with the attainment of a specific operational objective of the Agency. Operational entertainment of this type should be approved in advance by the Operating Official concerned. Operating officials should exercise discretion in their authorization of such expenses in order to ensure that such entertainment will serve an official purpose, that it is not lavish, and that the member of U.S. Government officials attending is in keeping with the official purpose to be served. Claims for this type of entertainment should be prepared and approved in accordance with the provisions of [redacted]

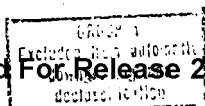
/5/

LYMAN B. KIRKPATRICK

Executive Director - Comptroller

SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Claim for Operational Entertainment Expenses

FROM:

EXTENSION

NO.

Acting Director of Finance

DATE

1212 Key Building

13 August 1965

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

25X1  
25X1

25X1

1. Deputy Director for Support  
7 D 18 Headquarters

13

2.

3. Executive Director - Comptroller  
7 D 59 Headquarters

13 AUG 1965

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*Ray -*  
*If I were not having in another corner of house I'd submit this memo. However, I'm afraid the substance would be the same. I'm sure you will agree that the vouchers are submitted for entertainment under DCE special authority should be well documented and that this one is not.*

25X1

25X1

FORM

410 USE PREVIOUS

SECRET

CONFIDENTIAL

INTERNAL USE ONLY

UNCLASSIFIED